

# Benefits:


## Navigate Open Enrollment

### OPEN ENROLLMENT STEPS

Once a year, open enrollment allows you to update your benefit elections. During this period, you will receive a task in your Inbox. Review this job aid for steps on completing your open enrollment.

#### STEP 1 OF 6 - SELECT YOUR BENEFITS

From your Workday Home dashboard:


1. Click the **Inbox**  icon.
2. Click the **Open Enrollment Change** task.
3. Review the information at the top of the screen and the **Benefits Guide** if needed.
4. Choose to **Select** or **Waive** your **Medical**, **Dental** and **Vision** selections.
5. As you select your cost will change. You will also be able to enroll dependents.
6. Make your selections and click **Continue**.


<input type="radio"/> Select	Geisinger _Enhanced
<input checked="" type="radio"/> Waive	
<input type="radio"/> Select	Geisinger _Value
<input checked="" type="radio"/> Waive	
<input type="radio"/> Select	Geisinger Essential
<input checked="" type="radio"/> Waive	

Employee Cost (Biweekly)	Employer Contribution (Biweekly)

**Enroll Dependents**  
  
Search  
← Existing Dependents  

☐ 

☒ 

## STEP 2 OF 6 – FLEXIBLE SPENDING ACCOUNTS (FULL PURPOSE AND LIMITED PURPOSE FSA)

Note: Read the information at the top of the screen before starting.

Benefit Plan	*Selection
Baker Tilly Vantagen	<input type="radio"/> Select <input checked="" type="radio"/> Waive
Baker Tilly Vantagen Limited Purpose	<input type="radio"/> Select <input checked="" type="radio"/> Waive

1. Click **Select** or **Waive**.
2. If you click **Select**, be sure to fill in the information under **Contributions**.
3. When completed, click **Continue**.

## STEP 3 OF 6 – HEALTH INFORMATION AND INSURANCE PLAN




Answer the Tobacco Use and Spouse/Domestic Partner information (if applicable) before continuing.

1. Elect an Insurance plan(s). The Tobacco usage question can impact the employee life and spouse life rates.
  - a. **Business Travel Insurance** plan is auto enrolled for all employees to **5X salary**.
  - b. Disability options can be selected on the same screen and the dynamic rate changes can be seen.
2. Click **Continue**.

STEP 4 OF 6 - DESIGNATE LIFE INSURANCE BENEFICIARIES

After making your Life Insurance elections you will have the option to add primary and secondary beneficiaries.


From the Beneficiaries section:

1. Click the **Add Row**  icon to add a beneficiary.
2. Click the **prompt**  icon in the beneficiary field to select from a list of existing beneficiaries. Or, select **Add New Beneficiary or Trust** to add a new beneficiary. To remove a beneficiary, click the **Remove Row**  icon next to that beneficiary.


Beneficiaries


Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries 1 item



Beneficiary






Percentage

0

Secondary Beneficiaries 0 items



Beneficiary

Percentage

No Data

3. Enter the percentage of benefits for each beneficiary in the Percentage column.

4. Click **Continue**.

Geisinger

Your screens and processes may vary from this document.


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STEP 5 OF 6 - ADDITIONAL BENEFITS SECTIONS

Geisinger provides an additional benefit through Geisinger’s Employee Assistance Program (EAP). For more information regarding the services available to employees, call Guidance Resources at 888-327-4623, or visit [GuidanceResources.com](https://www.guidanceresources.com).

Geisinger allows eligible employees to sell PTO. Employees must elect to sell their PTO during Open Enrollment. Waiving the plan will keep the time available for employees to use as time off.

You also have the option to elect Met Life’s Legal Plan or Pet Insurance and the Norton LifeLock Identity Theft Plan. For more information on these benefits, visit <https://geisinger.sharepoint.com/sites/Benefits2025>.




Employee Assistance Program

Guidance Resources

Cost per paycheck

Included


View



Primary PTO

Waived


Enroll



Group Legal Plan

Waived


Enroll



ID Theft Plan

Waived

Enroll



Pet Insurance



Waived

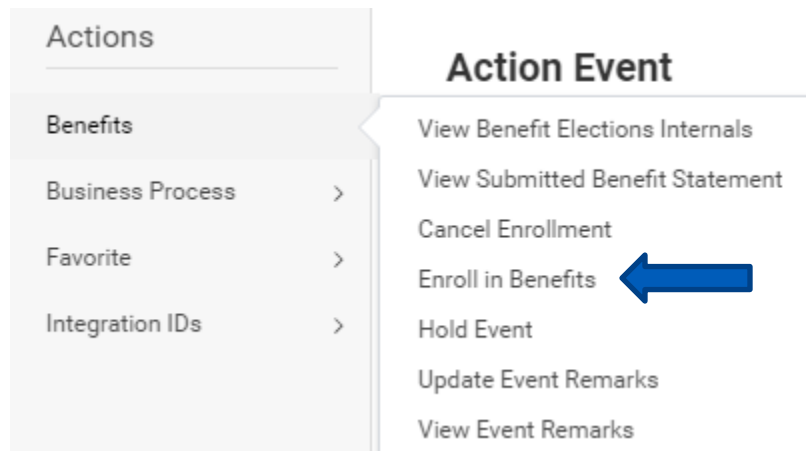
Enroll

- 1. Select **Select** or **Waive** for each.
- 2. Click **Continue**.

### STEP 6 OF 6 – COMPLETE YOUR ENROLLMENT

Review each of the benefit elections you have made for accuracy. If you need to make an adjustment, you can go back to a previous page to make changes.

If you submit your elections but need to make a change later, you will have until the end of the Open Enrollment period to do so. On the top right corner of your Workday screen, click  to view your profile. In the blue left navigation pane, click Job > Worker History > click  and then **Enroll in Benefits** to resubmit your updated elections.



## Benefits:

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Select the **I Accept** checkbox to confirm your electronic signature, if required.

### Attachments

Drop files here

or

Select files

### Electronic Signature

My signature below indicates I have read and understand the above information and the Benefits Guide. I understand my application for benefits is subject to approval by the plan sponsor and any coverage provided is subject to the plan provisions. The information contained on this screen is correct to the best of my knowledge and belief. I understand any misrepresentation of data will lead to cancellation of coverage and may lead to significant adverse tax consequences for me. I understand the selections I make now will remain in effect for the remainder of the full calendar year for which I am making these elections; changes will be allowed only pursuant to the Plan and IRS rules. I authorize Geisinger System Services to make appropriate payroll deductions based on the elections I am making on this screen. I also understand that if I make contributions to the health care and/or child/dependent care account, federal law requires any remaining balance in my account(s) to be forfeited as of April 30 of the next calendar year.

#### **If you enrolled in a Health Savings Account**

I understand that a Health Savings Account (HSA) is an individual bank account. I certify that I accept the terms and conditions for this account and have reviewed and accept the [Custodial Agreement and Disclosure Statement](#), [Patriot Act Requirements](#) and the [Electronic Disclosure](#) documents (links were provided in the instructions on the HSA benefit enrollment screen).

#### **If you enrolled in Universal Life Insurance + Chronic Care Benefits**

I acknowledge that I have read the required attestations, notices, disclosures, statements and agreements listed in the linked attestation document and agree to apply my signature to the completed document. Click [HERE](#) to access this information. Please print or download a copy for your records.

I acknowledge and agree to the Consent to Electronic Delivery of policy/certificate and other documents as outlined [HERE](#).

#### **If you enrolled in the ID Theft Plan**

By submitting your enrollment in the LifeLock with Norton Benefit Plan, you represent that you have the authority to enroll those dependents indicated in the LifeLock with Norton Benefit Plan and you have read and agreed to the [Terms and Conditions](#) and [Privacy Policy](#) on behalf of yourself and on behalf of any member of your family you are enrolling.

#### **Dependent Verification Notice**

By selecting "I Accept" below, I acknowledge that I am responsible for submitting required dependent verification documentation to Workday within 30 days of completing the event. Failure to do so will result in the removal of the dependent from coverage at the end of the 30 days, with reinstatement possible only during Open Enrollment or a valid Qualifying Life Event (QLE).

By selecting the box below, I certify that my dependent(s) meet(s) the Definition of Eligible Dependents requirements outlined [HERE](#). I authorize Geisinger System Services for payroll deductions and acknowledge potential consequences for misrepresentation.

I Accept ☐

Submit

Cancel

3. Click **Submit**. A confirmation page displays.
4. Click **View 2025 Benefits Statement** to view the benefits statement.
5. Click **Print** to generate a PDF version for you to save to your records or click **Done** to complete the task.
6. Workday will email you a confirmation statement once you submit your benefit elections.